FIRE 271.1 Course Outline as of Fall 2016

CATALOG INFORMATION

Dept and Nbr: FIRE 271.1 Title: HR FIRE MANAGEMENT
Full Title: Human Resource Management for Company Officers
Last Reviewed: 10/14/2019

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	2.00	4	Lecture Scheduled	8.00
Minimum	1.00	Lab Scheduled	8.00	2	Lab Scheduled	32.00
		Contact DHR	0		Contact DHR	0
		Contact Total	10.00		Contact Total	40.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 16.00 Total Student Learning Hours: 56.00

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly:

Catalog Description:
An overview of the use of human resources to accomplish assignments, evaluating members performance, supervising personnel and integrating health and safety plans, policies and procedures into daily activities as well as the emergency scene. Upon successful completion, the student will be awarded a completion certificate from the State Board of Fire Services.

Prerequisites/Corequisites:
Course Completion of FIRE 71

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: An overview of the use of human resources to accomplish assignments, evaluating members performance, supervising personnel and integrating health and safety plans, policies and procedures into daily activities as well as the emergency scene. Upon successful completion, the student will be awarded a completion certificate from the State Board of Fire Services. (Grade or P/NP)

Prerequisites/Corequisites: Course Completion of FIRE 71
Recommended: Eligibility for ENGL 100 or ESL 100
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**			Effective:	Inactive:
CSU GE:	**Transfer Area**			Effective:	Inactive:
IGETC:	**Transfer Area**			Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 2020	Inactive:	
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Demonstrate the ability to assign, direct and supervise staff members in emergency, non-emergency situations, training evolutions and other complex tasks.
2. Describe the key components of an employee evaluation program including dealing with unsatisfactory performance and developing an improvement plan following applicable policies and procedures including the Firefighter Bill of Rights (FBOR).
3. Demonstrate the ability to apply a comprehensive safety program including fitness and wellness, safety regulations and performing an accident review.

Objectives:
Upon completion of this course, the student will be able to:
1. Identify course objectives, requirements, assignments, activities, evaluation methods and participation requirements.
2. Identify the different levels and courses required for certification in the Fire Officer tract and the capstone task book and testing process.
3. Describe the duties of a Level I & II Company Officer and a Level I Wildland Fire Officer.
4. Demonstrate the ability to apply and follow human resource policies and procedures.
5. Create a professional development plan for a staff member and provide the individual with the necessary knowledge, skills and abilities to succeed.
6. Demonstrate the ability to assign tasks or responsibilities using clear and concise instructions to unit members under non-emergency situations addressing safety concerns and the desired outcomes.
7. Demonstrate the ability to assign tasks or responsibilities using clear and concise instructions to unit members under emergency situations addressing safety concerns and the desired outcomes.
8. Demonstrate the ability to direct unit members to perform a training evolution efficiently and

in accordance with safety plans.
9. Demonstrate the ability to coordinate and supervise the completion of a series of tasks holding unit members accountable for their assignments.
10. Complete an evaluation of a unit member, accurately describing their job performance in accordance with human resource policies and procedures.
11. Describe a course of action for problems with a unit member following established policies and procedures.
12. Describe a course of action directed to improve the performance of a unit member following established policies and procedures.
13. Describe the impact of the FBOR as it applies to the company officer.
14. Apply safety regulations at the unit level completing required reports, conducting in service training and conveying unit member responsibilities.
15. Describe the benefits of a physical fitness to the performance of assigned duties and participating in a wellness and fitness program.
16. Conduct an initial accident review, documenting the incident and processing in accordance with department policies and procedures.
17. Prepare a report based on the analysis of a unit member's injury, accident or exposure

Topics and Scope:

I. Orientation and administration
  A. Review of facilities
  B. Review of classroom requirements
  C. Review of syllabus, participation, assignments and evaluation methods
II. Fire Officer Certification track course requirements
  A. Level I requirements
  B. Level II requirements
  C. The capstone task book process
  D. The capstone testing process
III. Duties of a Company (level I) officer
  A. Use of personnel to accomplish assignments
  B. Dealing with the community
  C. General administrative functions
  D. Supervising emergency operations
  E. Conducting inspections and investigations
  F. Implementing health and safety plans and procedures
IV. Human resource management
  A. Human resource policies and procedures
  B. Administrative procedures
    1. Transfers
    2. Promotions
    3. Compensation
    4. Member benefits
    5. Sick leave/vacation
    6. Commendations
    7. Disciplinary actions
    8. Grievances
V. Professional Development Plans
  A. Steps to create a plan
  B. Professional development options
    1. Job shadowing
    2. Mentoring

3. Continuing education

VI. Assigning non-emergency tasks

A. Verbal communication

B. Written communication

C. Techniques used to make assignments

D. Methods of confirming understanding

F. Developing instructions for frequently assigned tasks

VII. Assigning emergency tasks

A. Verbal communication during emergency incident

B. Techniques to make assignments in stressful situations

C. Methods of confirming understanding

D. Developing condensed instructions for frequently assigned tasks

VIII. Directing training evolutions

IX. Supervising and coordinating the completion of assignments

A. Principles of supervision

B. Basic human resource management

C. Setting priorities

X. Performance evaluations

A. Job descriptions

B. Evaluation objectives and procedures

C. Common evaluation errors

D. Planning and conducting evaluations

XI. Recommending action for member related problems

A. Signs and symptoms of problems

1. Substance abuse

2. Acute, chronic and delayed stress

B. Causes and effect of stress in emergency service personnel

C. Employee assistance policies and procedures

D. Developing a course of action for members in need of assistance

XII. Improving member performance

A. Identifying problems

B. Concepts of organizational behavior

C. Principles of group dynamics

D. Leadership styles

E. Types of power in leadership

F. Principles of interpersonal dynamics

XIII. Impact of the FFPBOR

A. The disciplinary process as it relates to the FPBOR

B. Components of the notification and interrogation process

C. Rights and protections offered by the FPBOR

XIV. Application of safety regulations

A. Common causes of personal injury and accidents

B. Safety policy and procedures

C. Basic workplace safety

D. Components of an infectious disease program

XV. Wellness and fitness programs

A. National death and injury statistics

B. Fire service safety and wellness initiatives and programs

XVI. Initial accident review

A. Procedures for conducting an accident review

B. Fact finding procedures

XVII. Analyzing and reporting on a member’s history

A. Causes of unsafe acts, exposures and conditions that result in injuries or deaths
B. Interpreting accident, illness and death reports
C. HIPAA (Health Insurance Portability and Accountability Act) requirements

Assignment:

1. Pre-course reading and writing assignment of up to three hours
2. 9-10 role playing exercises
3. 2-5 written exercises
4. 4-8 group problem solving scenarios
5. 2-4 quizzes
6. Summative exam

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written exercises: Prepare subordinate evaluations, accident reports and budget justifications	Writing 5 - 20%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Interpersonal problem scenarios	Problem solving 5 - 15%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Role playing exercises: Leaderless group exercises, subordinate counseling team building exercises	Skill Demonstrations 5 - 15%

Exams: All forms of formal testing, other than skill performance exams.

Quizzes and Summative exam	Exams 70 - 85%

Other: Includes any assessment tools that do not logically fit into the above categories.

None	Other Category 0 - 0%

Representative Textbooks and Materials:
Fire and Emergency Services Company Officer, IFSTA, 4th Ed. 2007 (classic)
Fire Officer: Principles and Practice, Jones and Bartlett, 2nd Ed. 2010
Pocket Guide to the Firefighters Procedural Bill of Rights Act, CA. Public Employees Relations 2nd Ed.
Human Resource Management for the Fire Service, Jones and Bartlett, 1st Ed. 2011

Fire and Emergency Services Administration: Management and Leadership Practices, Jones and Bartlett, 2nd Ed. 2014